

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

14 April 1950

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NOTICE

NO. [REDACTED]

SUBJECT: Budget Estimates, Fiscal Year 1952

1. Basic information concerning call for estimates

a. General: Budget estimates of funds needed to meet CIA vouchered and unvouchered requirements for the fiscal year 1952 (1 July 1951 - 30 June 1952) will be submitted by each Assistant Director and Staff Chief to reach the Budget Officer as soon as possible, but no later than 1 June 1950. As used in this Notice, "office" shall mean a major organizational segment (such as office or staff section), and "activity" shall refer to a principal part within the office which because of its character justifies an individual statement of its functions and requirements within the office estimate.

Estimates for fiscal year 1952 shall generally be based on the same level of operation as planned for the 1951 fiscal year, and with the possible exception of specifically justified cases, no increases in authorized T/O should be requested.

Requirements for vouchered funds will be considered at Budget Review Committee meetings to begin on or about 1 July. Requirements for unvouchered funds will be submitted by the Budget Officer to the Project Review Committee for consideration on or about 1 June 1950. The purpose of the hearings is to give Assistant Directors and Staff Chiefs and/or their representatives a further opportunity to justify their requirements and to arrive at final determinations as to recommendations which will be submitted to the Director for inclusion in the estimates.

b. Fiscal years concerned in Budget preparation: Preparation of budget estimates requires consideration of three fiscal years which will be referred to in this instruction by the following terms:

(1) The Budget Year (fiscal year for which estimates are submitted or, in connection with this preparation, fiscal year 1952.)

(2) The Current Year (fiscal year immediately preceding the budget year or, in the case of the present submission, fiscal year 1951) because changes in the estimate for the budget year are in part justified in comparison to budget provisions of the current year.

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(3) The Past Year (fiscal year immediately preceding the current year, or, in the case of the present submission, fiscal year 1950) because the actual obligation history during this period has an effect upon planning requirements for the budget year.

c. Coverage: Internal budget estimates will be presented under requirements for departmental, domestic field, and foreign field. Budget analysts will consult with operating officials and administrative officers as to the sequence and arrangement of activities within the above breakdown.

d. Form of presentation: Budget estimates shall be submitted in duplicate in folder binders to be provided by the Budget Staff. Submissions shall be prepared and submitted separately for vouchered funds and for unvouchered funds. Note that unvouchered funds requirements will be submitted by "book" preparation in lieu of individual project presentation according to Administrative Instruction 60-2. Estimates for unvouchered funds requirements should be submitted and justified as nearly as possible in the same manner as vouchered requirements, although substantial areas may require coverage on a project basis rather than an organizational basis. Presentation of the subject matter shall be lengthwise on letter size paper with at least one-inch margin on the left for binding purposes. Personal services estimates shall be presented on CIA Form 32-16 and non-personal services estimates shall be presented on CIA Form 32-17. Supplies of these forms will be provided by the budget analyst assigned to the respective offices.

2. Elements of budget estimates

a. Graphic representation exhibits: Organization, flow and process charts and related graphic presentations are valuable in depicting organizational structure and certain operational activities. However, such media, (other than organizational charts) need not be submitted if a simple narrative explanation or schedule will serve as well.

b. Office statement: Shall explain in general terms the following:

\* (1) Statement of Functions and Activities -- Review statement included in last year's estimate for any improvement which may be effected.

(2) Statement of Coordination -- Indicate operating relationships between the office and other units of CIA and/or between the office and other governmental agencies.

(3) Statement of Accomplishments -- Narrative description of primary accomplishments of the office during past year.

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(4) Statement of Objectives -- Narrative description of primary objectives as brought up to date for (a) current year and for (b) budget year.

c. Summary of budget estimates

(1) For vouchered activities presentation -- CIA Form 32-15 (Appendix I) is for the purpose of recapitulating the total requirements of the office. Completion of the form is as follows:

Column "Organization Unit": Insert titles of activities which compose office or staff section.

Column "Number of Positions": Insert total number of positions requested for the budget year for each activity. Indicate column total at bottom of page.

Columns "MY" (Man Years) and "Amount": Leave blank.

Column "02-09 Total": Insert sum of columns "02", "03", etc. Indicate column total at bottom of page.

Column "02", "03", etc.: Insert individual object requirements for the respective activities. Indicate vertical column totals at bottom of page.

Column "Unvouchered": Insert unvouchered requirements for each activity. Indicate column total at bottom of page.

(2) For unvouchered activities presentation -- Prepare summary as indicated above for vouchered submission, distributing estimated expense to object classification of expense and adjusting column "Total vouchered" to "Total unvouchered". Completion of columns "Unvouchered" and "Grand Total" will not be required.

d. Activity description: On a separate page preceding the personal services estimates for each major activity within the office a statement shall be presented for each of the following items:

(1) Function -- Short description of the mission of the activity.

(2) Justification -- The purpose of justification is to demonstrate the extent to which money, manpower, equipment and supplies are invested to the best effect. In this respect the section is to describe the work plan of the activity to the extent of comparisons of past year accomplishments and estimates for current and budget years. Production statistics, work

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measurement information, and unit cost data will be particularly pertinent to this section. The following items may be considered:

(a) Statement of primary accomplishments of the activity during the past year including any operating changes made in the interest of more effective administration.

(b) Statement of primary objectives as brought up to date for (1) current year and (2) budget year, including any operating changes to be made in the interest of more effective administration.

(c) Comparison of production of activity for work units subject to count for (1) actual past year, (2) estimated current year as brought up to date, and (3) estimated budget year. Work units subject to count may include such items as pages translated, reports prepared according to category and kind, cable words filed, cards prepared, etc.

(d) Statement of explanation for major increases or decreases in personnel or things for (1) current year and (2) budget year. Forms 32-16 and 32-17 provide a column for individual justification of changes which may be sufficient in the majority of cases. However, the nature of activity requirements which necessitates substantial increases in personnel or things may justify a general explanation to preface detailed justifications required for the detailed sheets particularly in those cases when such increases can be justified by work measurement data.

### 3. Details of budget preparation

a. Preparation of Form 32-16 "Personal Services Estimates":  
CIA Form 32-16 "Personal Services Estimates" (Appendix II) shall be used in preparing estimates of personnel requirements. Separate sheets shall be used for each activity within the office. The same forms shall be utilized for recapitulation of total office requirements. Instruction as to preparation of the form follows:

(1) Heading: The heading (Office, Division, Branch, Section) shall be completed so as to identify the organizational unit for which estimates are submitted.

(2) "T/O No." and "Operating Title": Information for these columns is to be constructed upon the framework of the current Table of Organization. "T/O No." refers to the number of positions authorized in the current Table of Organization for each operating title listed. "Operating Title" refers to the position titles listed on the current Table of Organization, plus new positions applicable to the budget year inserted where appropriate.

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All new positions shall be asterisked to the left of the operating title.

(3) Personnel requirements: (Classified personnel)

(a) The columns entitled "No." are to show the number of positions for the appropriate year. The columns entitled "Grade" are to show the appropriate grades of the positions indicated under column headed "Operating Title". The columns entitled "Type" are to show the nature of the appointment (whether vouchered, unvouchered, military, on loan, temporary, or part-time). "Type" terms may be abbreviated as:

|      |                       |
|------|-----------------------|
| V    | vouchered             |
| UV   | unvouchered           |
| V-PT | vouchered - part-time |
| M    | military              |
| OnL  | on loan               |

(b) Column "Position Occupancy" (enter date prepared):  
Show by number, grade and type the positions on the current Table of Organization which are actually occupied as of the preparation date. When various types apply to an individual operating title, show as follows:

| T/O<br>No. | Operating Title      | Pos. Occpy. 4/25/50 |       |      |           |
|------------|----------------------|---------------------|-------|------|-----------|
|            |                      | No.                 | Grade | Type | Notations |
| 9          | Intelligence analyst | 4                   | GS-9  | V    |           |
|            | " "                  | 2                   | "     | M    |           |
|            | " "                  | 1                   | "     | OnL  |           |

Where lower grade positions are encumbering higher grade positions, they should be shown at the higher grade with citation of lower grade encumbrance within "Notation" column. Positions encumbered by personnel detailed to other units should be similarly noted in the "Notation" column (e.g., E-GS-3, "Encumbered by GS-3"; D-Class.Sec., "Detailed to Classification Section").

(c) Column "CY (Current Year) Estimates": Directly based on the current Table of Organization, show by number, grade, and type the positions which will be filled at some time during the current year. Consideration should be given to program plan requirements, pending assignments, personnel actions in process, and a realistic approach to recruiting possibilities considering the nature of present vacancies.

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(d) Column "BY (Budget Year) Estimates": Show by number, grade, and type the positions which will be required for operation during the budget year. The entire office request should be consistent with the general statement of objectives as detailed in the preliminary statement, and activity requests should tie-in with the activity objectives statement. Inasmuch as the BY Estimates column should reflect actual requirements, obvious variations between the current position occupancy and current Table of Organization may have important implications to budget year requirements. Specifically, all "details" of personnel other than of temporary nature from a Table of Organization location to other locations on the basis of program requirements should be studied in view of the desirability of adjusting such situations by request for revision of the Table of Organization (e.g., for an extensive period, five people assigned to Section A of a particular Table of Organization working in Section B. This would suggest the possible need for revision of the Table of Organization placing the positions where they are actually required.)

(4) Personnel requirements: (Unclassified personnel): The statement of requirements for unclassified positions (positions which do not normally appear on the Table of Organization) shall follow line totals of the requirements for classified positions in the following order: W.A.E. (when actually employed); Consultant (contract); and Native. Each category shall be separately listed under the column "Operating Title". Specific instructions are as follows:

(a) W.A.E. (when actually employed) and Consultant (contract employees): Under "Personnel Requirements" use only the "No." columns pertaining to each year. Under Position Occupancy, show number presently on duty; under CY Estimates column, show reasonable estimate of any changes anticipated; and under BY Estimates column, insert best estimate of requirements.

(b) Native employment: Leave "T/O No." blank. Enter the title of each existing or anticipated position under "Operating Title". Under "Position Occupancy" insert present salary paid in the column headed "Grade". Report "Type" similarly as for regular personnel. Under columns "CY Estimates" and "BY Estimates" utilize column "Grade" for expected salaries to be paid and column "Type" as for regular personnel.

(5) Justification: The justification column is for explanations of any variations between the present Table of Organization and the budget year estimates. All adjustments, upward or down-

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ward, should be explained. In some cases a number of positions can be adequately covered by the same justification. Insofar as it is possible, justifications of personal service changes should be prepared on the basis of work measurements either within this column or under paragraph 2 d (2).

b. Non-Personal Services Estimates, Form 32-17: CIA Forms 32-17 "Non-Personal Services Estimates" (Appendix III) are provided for the office in presenting non-personal services requirements. Preparation of the form is largely self-evident. Separate series of the forms shall be utilized for each non-personal service object classification. The budget analyst assigned to a particular office will have prepared for the operating officials and administrative officers certain background information as to office requirements for the past year for the various object classifications of expense which will assist them in evaluating the estimates. In addition the following detail information will prove helpful in the preparation of estimates for non-personal services items:

(1) 02 - Travel

(a) Estimates for travel shall include transportation costs, per diem or subsistence during authorized travel status, and other expenses incident to travel which are to be paid by the Agency, either directly or by reimbursement, to the traveler. A schedule of travel rates is attached (Appendix IV) which includes cost elements of transportation, per diem, etc., between Washington and major foreign and domestic points.

(b) Dollar estimates should be based upon the number of trips to be performed to specific areas, and computed at rates provided by the cost-of-travel schedule. Complete justification must be furnished in the form of statements of purpose for the anticipated travel to and within each area.

(c) Estimates for employees transferring to installations outside of Washington, including travel of employees' dependents, shall be based upon amounts shown upon the travel schedule. Cost of transportation and per diem up to day of arrival for duty at such installation are included in these rates.

(d) Cost of transportation and per diem for employees officially stationed at locations outside of Washington, and that of employees transferring from such locations to Washington should be included in the estimates for travel submitted by or for such installations and shall be computed at the estimated scheduled rates.

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(e) Within-area travel will be based upon an estimated number of trips to be performed at rates per trip as estimated by the individual Office or Staff Section and shall be supported by a statement of purpose for travel within each area.

(2) 03 - Transportation of Things

(a) Estimates for the transportation of things shall include those charges which are paid or are to be paid directly by the Government and not by the vendor, whether such transportation be by land, air or water; as well as charges for the care of such things while in process of being transported. Such all-inclusive estimates for the transportation of things between Washington and various foreign areas are scheduled on the attached rate sheet (Appendix V).

(b) Preparation and presentation of transportation of things will be made on the following basis:

(1.) Estimates for transportation costs for stock supplies, materials, or equipment, household goods and personal effects of employees inside or outside the United States will be estimated by the Office or Staff Section concerned in consultation with the Services Division.

(2.) Estimates for transportation of stock materials or equipment from point of origin to Washington, D. C. will be furnished by the Services Division.

(3) 04 - Communications

(a) Estimates shall include costs of transmission of messages from place to place, such as tolls for land telegraph, marine cable, radio, wireless telegraph, and telephone services, and postage. They shall also include switchboard and service charges and telephone installation costs.

(b) Estimates for all charges in connection with telephone service in Washington will be prepared by the Services Division.

(c) Estimates for telephone service in field installations will be prepared jointly by the Office or Staff Section concerned and the Services Division, and shall be reported in the budget estimates submitted by the former.

(d) Estimates for telegram and cable costs and for special services such as teletype, facsimile, telecrypton, telemeter, direct wire, tie-line service, etc., shall be prepared and justified by the Office or Staff Section having or desiring such service.



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(4) 05 - Rents and Utility Services

(a) Estimates shall include charges for rental of space; for heat, light, power, water, gas, electricity, and other utility services exclusive of transportation and communication services.

(b) Rents and utilities estimates covering all utilities and office and warehouse space for the Washington area will be prepared jointly by the Office or Staff Section concerned and the Services Division, and shall be reported in the budget estimates submitted by the latter.

(c) Estimates for field offices shall be contained in the estimates presented by or for such offices in consultation with the Services Division

(d) Estimates for rental on a contract basis of special equipment and/or business machines will be fully justified and submitted by the Office or Staff Section concerned. The justification will include a description of the machine or equipment, the rental cost per period and the total estimated cost for fiscal year 1952.

(5) 06 - Printing and Reproduction

(a) Estimates shall include printing of forms (including standard forms) and letterheads, ~~printing~~ and binding of books, pamphlets, documents, and other publications. Printed forms and letterheads are included under this group.

(b) Estimates for printing and/or binding of forms, stationery, and routine office supply items will be made by the Services Division.

(c) Special or unusual requirements for printing and binding which cannot be handled by CIA reproduction facilities, such as the need for special teletype paper and multiple-leafed forms, maps, etc., should be set forth in detail by each Office or Staff Section, indicating the type of publication or material, the estimated number of items or copies, the unit and total cost of each publication, and the proposed use of distribution.

(6) 07 - Other Contractual Services

(a) Requirements for research and development work and/or special services on a contract basis shall be specifically stated and justified.

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(b) Estimates covering photographing and reproduction services to be performed by Services Division facilities, repair and maintenance of office equipment, and for the maintenance, alteration and repair of office buildings and warehouse facilities will be submitted by the Services Division.

(c) Estimates for photographing and reproduction services to be performed by private contractors will be estimated by the Offices or Staff Sections concerned.

(d) Estimates for repairs and improvements to building facilities outside the departmental area will be submitted by the Offices or Staff Sections concerned.

(e) Estimates for requirements of funds for special projects involving other government agencies and/or outside concerns shall be stated by specific project costs, indicating by suitable breakdown the basis upon which the estimate was constructed.

(f) Estimates for additional protection service furnished by the Public Buildings Service upon a contractual basis will be prepared jointly by the Chief, Inspection and Security, and Services Division and shall be reported in the budget estimates submitted by the former.

(7) 08 - Supplies and Materials

(a) Estimates for departmental common use office supplies and materials will be prepared by the Services Division in coordination with the Budget Staff.

(b) Estimates for special supplies and materials peculiar to specific operations will be reported and justified by the Office or Staff Section having such special requirements.

(c) Except as otherwise required for operational reasons estimates for agency-wide newspapers, magazines and related publications will be prepared by Library, OCD, with the assistance of using operations.

(8) 09 - Equipment

(a) Estimates for departmental common use office equipment will be prepared by the Services Division in coordination with the Budget Staff.

(b) Estimates for operating equipment peculiar to specific operations will be reported and justified by the Office or Staff Section having such special requirements.

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(c) Estimates for purchase of motor vehicles shall be supported by a full justification. Where replacement is proposed, the explanation shall set forth the year, model, and body type of the vehicles to be replaced, mileage, kind of use, and other pertinent information. Information must also be given as to the number of old vehicles still to be used and the estimated cost of maintenance and operation of such vehicles. Where additional vehicles are to be acquired, there shall be a clear statement of purpose for which they will be used. Services Division will budget for all replacement of vehicles within the continental limits of the United States.

(d) Except as otherwise required for operational reasons estimates for agency-wide requirements in books will be prepared by the Library, OCD, with the assistance of using operations.

c. Employee Health Services: Estimates for the cost of operating the agency health program, including the cost of health rooms operated by the agency for its employees (and employees of other agencies, if any) will be prepared jointly by the Medical Division, and the Budget Staff.

4. Budget assistance in preparation of the estimates

A Budget Analyst has been assigned to each major agency organizational segment. The analysts will assist Offices and Staff Sections throughout the period of intra-agency estimate preparation. Operating officials may contact the appropriate analyst of the Budget Staff via extension 721.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
Acting Executive

Attachments (5)

|              |                                   |
|--------------|-----------------------------------|
| Appendix I   | "Summary of Budget Estimates"     |
| Appendix II  | "Personal Services Estimates"     |
| Appendix III | "Non-Personal Services Estimates" |
| Appendix IV  | "02-Travel"                       |
| Appendix V   | "03-Transportation of Things"     |

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